

# HEALTH & SAFETY POLICY and PROCEDURES

## St Joseph's Catholic Primary School September 2017

### To be used in conjunction with:

Brighton and Hove City Council Health and Safety Policy  
Guidance on developing a Health & Safety Policy in schools

### Review History: *The Guidance will be reviewed every 3 years or following legislative changes etc*

| Date     | Version | Summary of changes                 | Amended by |
|----------|---------|------------------------------------|------------|
| Jan 2012 | 1       | Creation of document               | KB         |
| 5/12/13  | 1       | Transfer of content to new format. | KB         |
| 21/8/17  | 1       | Review                             | KB         |

*Uncontrolled copy when printed*

### Contents

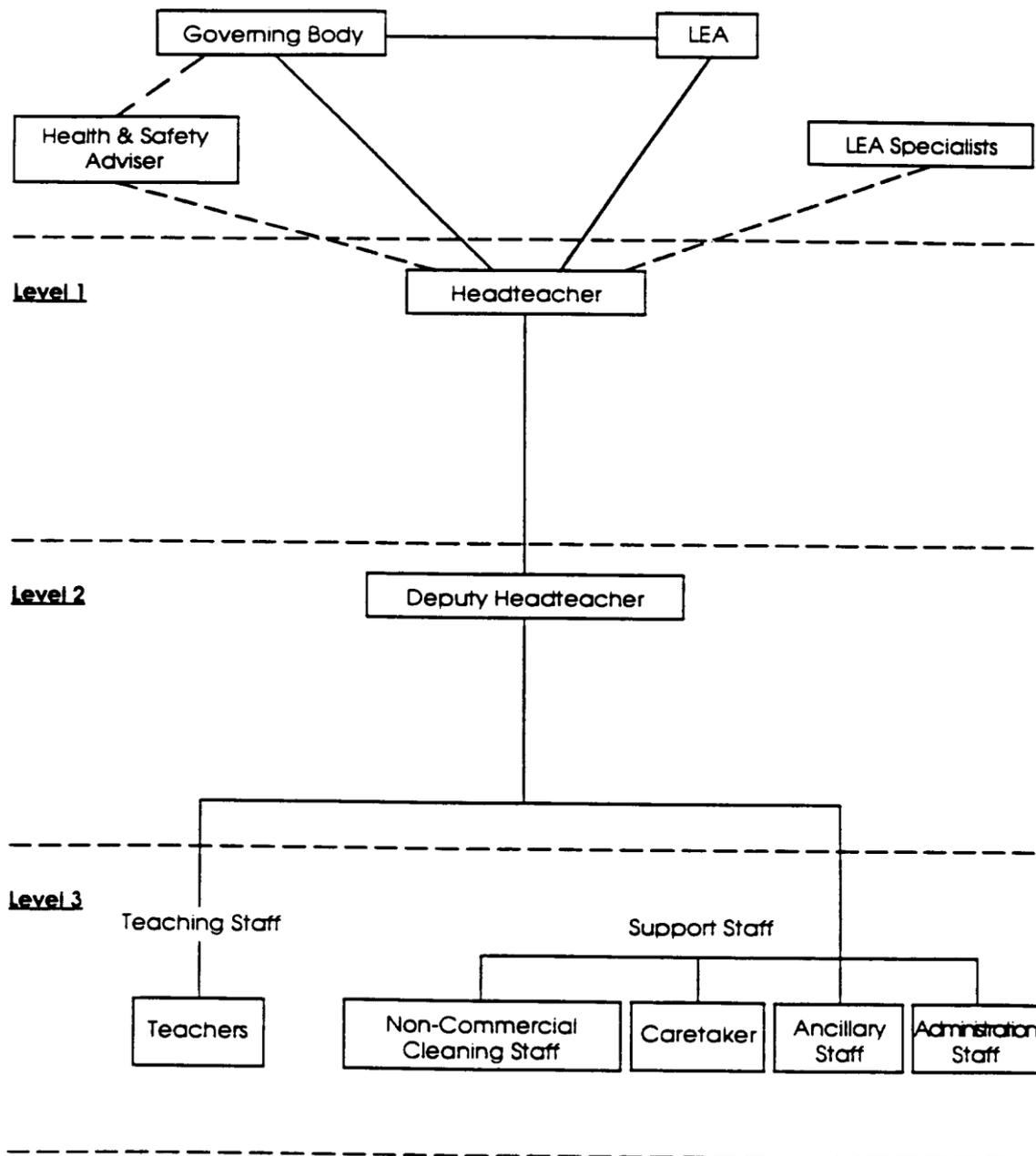
|  |                           |
|--|---------------------------|
| <a href="#"><u>SECTION 1: GENERAL POLICY STATEMENT</u></a>             | <a href="#"><u>2</u></a>  |
| <a href="#"><u>SECTION 2: ORGANISATION WITHIN THE SCHOOL</u></a>       | <a href="#"><u>3</u></a>  |
| <a href="#"><u>SECTION 3: ARRANGEMENTS FOR HEALTH &amp; SAFETY</u></a> | <a href="#"><u>4</u></a>  |
| <a href="#"><u>SECTION 4: APPENDICES</u></a>                           | <a href="#"><u>28</u></a> |



# St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

## Section 2 Organisation within the School to meet the requirements of the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the head teacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



## Section 3: Arrangements for Health and Safety

### 3.1 Safety Responsibilities of Groups and Individuals

#### The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authority's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments), reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Health and Safety Coordinator/Health and Safety Governor/sub-committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- Implement where appropriate, Executive. recommendations made by regulatory bodies e.g. OfSTED and the Health and Safety

## Head teacher

The head teacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- Provide liaison with Inspectors and outside bodies concerned with safety and health including (but not limited to) Local Authority, Department for Children Schools and Families (DCFS) (previously DfES) and the Health and Safety Executive (HSE) with regard to safety aspects;
- Budget for safety and health matters;
- Review the Safety Policy annually and when significant changes occur within the organisation of the school and communicate these to all staff;
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice;
- Ensure health and safety issues associated with major building projects are complied with;
- Nominate specific staff with designated safety roles throughout the school, e.g. First Aiders; Health and Safety Coordinator and ensure they receive appropriate training;
- Ensure that routine maintenance checks and inspections required by legislation, of fixed service equipment (i.e. boilers, lifts, pressure vessels, fixed electrical wiring, portable appliance testing (PAT) etc) are undertaken;
- Ensure that all appropriate incidents are reported to the council's Health & Safety team within 5 days of the incident; that necessary records of incidents are maintained and that incident data is monitored and reviewed to identify trends and remedial actions needed;
- Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity;
- Make an annual report on safety matters to the Board of Governors.
- Ensure that health and safety is considered as an integral part of teaching and the course syllabi, both in preparation of new course submissions and in their reviews;
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.

## St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health & Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that safety inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out;
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc;
- Develop and adhere to safety procedures for operations carried out within the School by their staff and by outside contractors under their control;
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Have a general oversight of health and first aid matters;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
- Ensure that all full, part-time and agency staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting); any restricted tasks and activities; and an introduction to the H&S Policy;
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements:
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling and substances hazardous to health (COSHH).

Gill Foan (The Deputy Head), will assume these duties in the absence of the Head teacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

## **The School Health & Safety Coordinator (James Muschamp)**

The School Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the School and will:

- Make an annual report on safety matters, in conjunction with The Head teacher and assisted by the Heads of Key Stage, to the Board of Governors;
- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence);
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Have a general oversight of health and first aid matters;
- Monitor the general safety programme on behalf of the Head teacher;
- Make recommendations to the Head Teacher for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
- Liaise with outside bodies concerned with safety and health e.g. LA Health & Safety Team;
- Monitor accidents to identify trends and introduce methods of reducing accidents.

Additionally the SBM will:

- Prepare reports on safety matters for the meeting of the Governing Body.
- Notify the Head Teacher of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- Carry out or delegate the undertaking of risk assessments which include manual handling, COSHH, and ensure details are documented and that appropriate action is carried out;
- Ensure safety inspections of their designated areas are carried out and ensure hazards identified from those inspections are rectified;

## St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

- Ensure that safety procedures are developed and adhered to for operations carried out within their area of responsibility;
- Budget for safety equipment for his/her area of responsibility;
- Undertake a visual inspection of equipment prior to use and ensure all portable electrical equipment is tested on a regular basis (annually);
- Ensure all accidents within their section are recorded on the appropriate incident forms and investigated following the schools reporting procedure;
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely;
- Identify staff development requirements with reference to health and safety;
- Attend to defect reports and recommendations from the head teacher, staff, safety representatives and/or the Health and Safety Co-ordinator;
- Circulate publicity relating to safety matters to staff within their control.

### **Educational Visits Co-ordinator (EVC)**

- Engage in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed;
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Ensure that the schools educational visits meet the Local Authority's requirements;
- Confirm that adequate risk assessments have been carried out;
- Support the Head teacher in the management and evaluation of educational visits;
- Confirm the leadership of the group is competent and appropriate, including accompanying staff and volunteers;
- Confirm that adequate first aid cover is provided;
- Keep their EVC training up to date;
- Ensure that any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

## Subject Leaders

Each subject leader is responsible for:

- Developing policies based on Children's Services guidance documents for their specialist area;
- Updating colleagues within the school in any change in practice;
- Issuing safety guidance for their curriculum area;
- Carrying out risk assessments for their specialist areas.

## Teachers

Teachers are responsible to their Head of Key Stage for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Follow safe working procedures personally;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- Ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary;
- Ensure that the classroom and other areas are tidy and that good housekeeping procedures are followed;
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e. taking special educational needs (SEN) into account);
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for (PAT) testing;
- Report defects and make recommendations to their line manager where necessary;
- Ensure that all accidents, incidents and near misses within their area of responsibility are recorded in line with the school procedure;

- Ensure they understand and follow emergency arrangements for their areas of responsibility.

## **Teaching Assistants**

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise their line manager is The Deputy Head Teacher.

Additionally, the teaching assistants will:

- Follow safe working procedures personally;
- Be familiar with the general and particular safety rules/emergency arrangements that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment they use is made available for testing;
- Report defects to their line manager and make the equipment/area safe until the defect is dealt with;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school procedure.

## **First Aid Coordinator**

When on duty the First Aid Coordinator is responsible for supporting health and welfare issues within the School and in particular should:

- Be responsible for attending to and monitoring student or visitor illness/injury and referring pupils to their own GP/doctor or hospital as appropriate;
- Maintain the school first aid equipment;
- Maintain storage for pupil medication to ensure it's secure but accessible as needed;
- Monitor student health records prior to entry and report/advise the Head Teacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc);
- Assist in the monitoring of first aid equipment and boxes within the school;
- Assist in the development of health promotion activities at the School;

## St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders;
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the schools procedures.

### **School Librarian**

The School Librarian is responsible for the general arrangements for health and safety in the library areas of the School. Additionally, the Librarian will:

- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the library and the other areas under their control are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects to their line manager and make the equipment/area safe until the defect is dealt with;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

### **Caretaker**

The Caretaker will:

- Ensure that routine maintenance checks and inspections required by legislation, of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the head teacher, staff, Safety Representative and Health and Safety Coordinator;
- Ensure all portable electrical equipment is tested on an annual basis;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the School by their own site staff and by outside contractors under their control;

## St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

- When liaising with contractors, ensure they have had sight of the Asbestos Register;
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Ensure that all accidents, incidents and near misses within their area of responsibility are recorded in line with the school procedure.
- Ensure they attend appropriate training to enable them to carry out their role safely, and undertake regular refresher training.

### **Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- Investigate complaints by any employee they represent relating to health and safety and welfare at work;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from inspectors;
- Attend meetings of safety committees to which they are elected;
- Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

### **Staff Liaising with Contractors**

A member of school staff should be appointed as lead/ main point of contact for each contractor that works within the school. The member of staff that liaises with contractors has a responsibility to take appropriate action if they either observe the contractor/ their staff undertaking dangerous/ potentially dangerous working practices or have received a report of such behaviour/ practice. Such action could include reporting the matter to the head teacher/site manager/caretaker for them to rectify or, failing that, reporting to the School Business Manager and to the LA Health & Safety Team.

Staff must ensure that a contractor arriving at site reports to Reception and that a nominated person ensures the contractors are informed of any hazards on the school site e.g. providing access to the asbestos register. Approval must be gained by the contractor to start work. Only those staff nominated by the Head teacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the council's Policy on Safeguarding, Asbestos and the Management of Contractors.

## **Members of Staff Generally**

Each member of staff is responsible for their own personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

Staff are also reminded that they must provide notice of three months if qualifications relating to Health & Safety are due to expire, e.g. First Aid.

## **3.2 School Health and Safety Committee**

The School Health and Safety Committee representing the various groups within the School is comprised of:

## St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

- Head teacher
- Member of the Governing Body
- 1 Member of senior management team
- Health and Safety Coordinator
- Caretaker

Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the school are represented.

**Overall Function and Objective:** The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

### Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and pupils.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

Note: before considering any individual health, safety and welfare problem, the School Health and Safety Committee, will satisfy itself that all possible steps have been taken to resolve the problem at departmental/section level. The Committee shall not normally consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

NB: Where health and safety committees are not in place, consultation processes must be arranged by the school and summarised in this section.

### **3.3 Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

#### **Membership of the Crisis Management Team:**

- The Head teacher
- Health and Safety Coordinator
- Site Manager/Caretaker

#### **Function of the Crisis Management Team**

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within the school.
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- Assess the nature, degree and likelihood of threats to the schools interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

### **3.4 General Emergency Procedures**

The summoning of emergency services is carried out by the admin staff. They will also contact:

- A member of the Senior Management Team - [for information]

## St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

- Deputy Head teacher - [if students are involved]
- Site Manager/Caretaker – [for access/ to isolate electrical supplies etc.]

The councils Emergency Planning and Resilience Team will provide the school with advice, support and equipment and undertake a co-ordinating role (where multiple teams respond,) and provide a single point of contact for other agencies. Contact details: Group email address is: [epu@brighton-hove.gcsx.gov.uk](mailto:epu@brighton-hove.gcsx.gov.uk) ; Adress:**Unit 11, Level 5 South, New England**

**House, Brighton, BN1 4GH**

Main office number is: **01273 296699**

Out of hours our Duty Officer can be contacted on: **07540 675169**

### **Fire Policy and Procedures & Bomb Incident Management**

The school holds a site specific Evacuation Plan and Fire Risk Assessment. These documents outline the school's fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the head teacher or a member of senior management in their absence.

### **First Aid Procedure – (see also the council's First Aid Standard)**

The school has carried out a First Aid needs assessment and has identified the following requirement:

- There will be at least six people on the staff who have current first aid training, of which six will be qualified/appointed first aiders.
- There will be one paediatric first aider.

Qualified First Aiders have completed the First Aid at Work 3 day initial training, followed by 2 day refreshers every 3 years and an annual ½ day refresher.

# St Joseph's Health & Safety Policy (adopted from the Brighton & Hove Generic Policy)

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school in the training matrix and the notice boards in the school office, staff room and Head's office.

First aid boxes are kept in the school office, Year 5 and 6 shared area, Year 3 and 4 shared area and the KS1 shared area. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and a list of any such children is kept and displayed in the staffroom under Health and Safety.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or HS2 Incident form. There is a first aid book and "bump notes" available with all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, staff contact the Principal first aider or in their absence another fully trained first aider. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the pupil may be sent to hospital to err on the side of caution. In these cases the pupil will be accompanied by a member of staff.

Every parent will be informed of the schools arrangements for First Aid each school year.

## **Accident Recording and Reporting**

In the event of an accident the following procedure is followed:

- Any equipment is turned off and the area is made safe (where possible)
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, the Head Teacher or Deputy Head is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person will:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.

The First Aid Co-ordinator ensures that the electronic forms are completed and emailed to the councils Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The First Aid Co-ordinator monitors accidents to identify any trends. The Resources committee also receive information on accidents on a termly basis. The Health & Safety team will investigate certain incidents/accidents following receipt of the form.

### **3.5 Health Issues**

**Smoking** – (see also the Council Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy.

**Alcohol and Drug Abuse** – (see also the Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons may impair judgment, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Schools staff have access to staff counselling, information and advice service, 24 hours a day/365 days of the year. To find out if your school has opted in, please contact Occupational Health on 01273 291647.]

### **Staff Wellbeing**

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing.

The school consider staff wellbeing by following the council's Wellbeing Framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including work life balance, stress and dignity and respect at work.

If staff are to provide an atmosphere conducive to pupil achievement, they need to be emotionally healthy themselves. The Wellbeing Framework takes a whole school approach to creating a healthy, positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the school.

The council has a 'Stress, Worklife Balance & Team Resilience Guide' to support all schools and a ' Team Resilience Checklist' has been developed as a management tool to identify and address work related stressors and team resilience skills such as good communication, positive work relationships, dignity and respect between colleagues, fair and appropriate performance management etc.

Where individuals are/could be affected, staff should discuss the matter with their line manager or the Head teacher to seek ways of reducing the pressure at work. An individual stress risk assessment form will be used as a tool to help with these discussions and to



- Curriculum Curriculum subject leaders
- Off-site Visits Group Leader/EVC
- Individual/specific Teachers/SLT

### 3.7 Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

#### **Display Screen Equipment (DSE)** – (see also Council Policy on DSE)

All staff who are DSE 'users' (use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a Workstation Self Assessment. Where health issues are raised, the assessment is reviewed by a DSE Assessor. The DSE Assessor then completes a DSE Assessment on the individual.

All DSE users are encouraged to have an eyesight test every two years. An arrangement has been made with [Vision Express](#) via the council to give access to an online portal from which managers can download a voucher which entitles the user to an eye test for £15 plus up to £45 off any pair of glasses. Managers must sign the voucher to authorise its use.

#### **Electrical Equipment**

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

All electrical equipment is checked annually (Portable Appliance Testing (PAT)) under the terms of the schools contract. The Caretaker is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Caretaker immediately.

The head teacher must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The head teacher must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

## **Machinery and Equipment**

An inventory of all equipment is kept by the Caretaker and held in the cupboard opposite the school office. Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant, when used by pupils. Such equipment – even simple items such as scissors – is stored away after use.

## **Manual Handling** (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is maintained at all times.

The Caretaker will be responsible for undertaking risk assessments for manual handling tasks. Training will be given to those staff who are expected to lift objects. Staff have a personal responsibility to ask for help or not undertake an activity if they are apprehensive about their capability to move goods, equipment or furniture.

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorised to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

## **Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker/site manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker/site manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to

resolve to the Head teacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the head teacher. All waste is disposed of according to appropriate health and safety guidelines.

### **Off-site Visits**

An Educational Visits Coordinator (EVC) has been appointed. The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and council policy on educational visits.

### **Hazardous Substances** (see also Council Policy on Hazardous Substances)

The school keeps an inventory of all hazardous substances on site which is kept up to date by the Caretaker. COSHH risk assessments are undertaken for all hazardous materials onsite to identify all substances used; assess the level of risk to health; eliminate the use of substances or substitute a safer alternative where possible and introduce and monitor control measures to prevent risk.

### **Noise at Work**

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to the Health and Safety Co-ordinator.

### **Lettings**

The Head teacher must be satisfied that the hiring organisation will use the school premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the Business Manager's office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. It is the responsibility of the lessee to ensure there is adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following the schools hazard/ incident reporting procedures.

## **Administration of Medicines**

The School follows the council's Administration of Medicines Policy and therefore has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

## **3.8 Training and Information**

A training needs analysis is undertaken by the SBM to identify the mandatory health and safety training required for each member of staff and is reviewed annually and is included within the school development plan to inform Governors. The training is identified using the councils Health & Safety Training Programme and the head teacher will ensure that staff are released for this training as appropriate.

All members of staff receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school. If any member of staff feels the need for training they must alert their line manager or senior management team.

Every member of staff is made aware of the school's policy on health and safety and shown how to access the document. If any member of staff feels the need for training they must alert their line manager or senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## **3.9 Monitoring Health and Safety**

Health and safety standards are monitored by the senior management team in conjunction with the school governors by the following:

- SMT include health and safety as part of the agenda of their regular meetings;
- The head teacher conducts an annual inspection with a trade union safety representative (where appointed);
- The governors' agenda and head teacher's report to the governors both have health and safety as standing agenda items.

## **Inspections**

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by representatives from the Resource Governors committee, the School Business Manager and Head Teacher.

## **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the council will complete a health and safety audit as part of a rolling programme. The action points identified through the audit will form part of the school development plan.

### **3.10 Visitors**

The head teacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school are asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The School Business Manager and Office Team will ensure that volunteers have the necessary safety information.

### **3.11 Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training under the Safety Representatives and Safety Committees Regulations 1977. The trade union safety representative will consult the head teacher on any relevant health and safety matters.

### **3.12 Safety Policy Review**

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors.

**Appendix A**

**List of Useful Contacts in School**

| <b>Contact</b>                                       | <b>Number</b>   |
|--|---|
| Health and Safety Governor                           | Mr J Gravenor   |
| Health and Safety Coordinator                        | Mr J Muschamp   |
| Educational Visits Coordinator                       | Mrs L Messenger   |
| Curriculum Coordinators                              |   |
| PE   | Mrs G Foan/Mrs J Skinner  |
| IT   | Mrs S Branagan  |
| Science  | Miss J Clark  |
| English  | Mrs S Thompson  |
| Maths  | Mrs G Foan  |
| Music  | Mrs O Brownbill   |
| Humanities   | Miss A Matthews   |
| Art  | Miss C Green  |
| First Aid Coordinator                                | Mrs L Messenger   |
| Person responsible for reporting Accidents/incidents | Mrs L Messenger   |
| Trade Union Safety Representatives                   | TBC   |
| Health and Safety Committee                          | Mr J Muschamp<br>Mr D Lakeman<br>Miss F Morrison<br>Mrs J Skinner<br>Mrs Messenger<br>Mr J Gravenor |
| First Aiders   | Mrs Hill<br>Mrs Mulholland<br>Mrs Messenger<br>Mrs Arnold<br>Miss Hill<br>Mr Lakeman                |

## Appendix B Record Keeping

In the previous sections, reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

| Records of                             | Produced by                           | Where kept                    |
|--|---------------------------------------|-------------------------------|
| Accidents on Site                      | Those involved in the accident        | School office                 |
| First Aid administered                 | First Aiders                          | School office/KS1 shared area |
| Fire Risk Assessment                   | Head teacher/Staff                    | School Office                 |
| Asbestos Management Plan               | Head teacher/Staff                    | SBM office                    |
| Medicines administered                 | First Aider/Secretary                 | School office                 |
| Risk Assessments                       | Head teacher/Staff                    | SBM office and 'y' drive      |
| COSHH Assessments                      | Head teacher/Staff                    | SBM office and "v" drive      |
| Electrical Tests                       | LEA approved contractor               | SBM office                    |
| Maintenance of machinery and equipment | LEA approved contractor               | SBM office                    |
| DSE Assessment                         | H&S Coordinator                       | SBM folder                    |
| Manual Handling Assessment             | Caretaker                             | SBM office                    |
| Training of staff & students           | H&S Coordinator                       | School office                 |
| Violent incidents                      | Staff involved in incident            | H&S folder on 'v' drive       |
| Testing of Equipment                   | LEA approved contractor               | SBM office                    |
| Accident Investigations                | Staff involved in accident            | H&S folder on 'v' drive       |
| Noise Assessments                      | Caretaker                             | SBM office                    |
| Legionella testing                     | Caretaker and LEA approved Contractor | SBM office                    |
| Monitoring Reports                     | Caretaker                             | SBM office                    |